eBuy / Accounts Payable
Users Group Meeting

March 28, 2019
Alumni & Visitor’s Center

BFS – Business & Financial Services
A Division of Business & Administration Services (BAS)
Agenda

• Staffing Update
  (Ellery Triche)

• Independent Contractor Agreements: Updated Procedures
  (Gae Purvis)

• Furniture Purchasing—Ordering Process & Upcoming Program Changes
  (Kathy Ensign)

• Hybrid Pro-Card FAQ’s
  (Dana Allen)
Staffing Updates

Accounts Payable

None

Procurement Services

• Pro-Card Administrator III
  David Ramos

• Procurement Analyst IV
  (Science & Research)
  In Recruitment--Interviewing

• Procurement Analyst IV
  (Information Technology)
  In Recruitment

• Pro-Card Administrator IV
  On Hold
Independent Contractor Agreements: Updated Procedures

Gae Purvis
Procurement Analyst
Overview

UCOP has revised the policy and procedures to secure the services of an independent contractor.

We want to make sure we comply with state and federal laws regarding classification of workers as independent contractors or employees.

To ensure this occurs, we are incorporating an additional step in the local procurement process.

The purpose of today’s review is to ensure all requests for purchase are in compliance by showing you the changes to the Independent Contractor Classification Form.
Independent Contractor Forms

**Current Independent Contractor Classification Form**

**Updated Independent Contractor Classification Form**
Independent Contractor Forms

The updated form is now requesting the following information:

- Will the work be performed on campus?
- Description of the work
- Dates of Service
- Rate of pay
Independent Contractor Forms (Con’t.)

• Departments will now have to list reasons to support hiring the individual as an employee or reasons to support hiring the individual as a contractor. (See IRS Publication 1779 – link is in UCR Policy 750-27)

• The update requires the HR Policy Compliance Analyst to review completed documentation *prior to* submitting a purchase requisition. The Form should be emailed to hrpolicy@ucr.edu. Allow 2-4 days for HR to complete their review.

• Certificates of Insurance: Departments are still required to obtain a COI from the supplier *prior* to submitting the requisition
  • For more details about UC supplier/contractor insurance programs go to Campus Connexions at: ucriver.campusconnexionsuc.com
Another important update is the Agreement term CANNOT exceed a total of 12 months

Reminders:
- Department’s should complete the Potential Conflict of Interest Form if they wish to hire individuals who are near relatives, current, or former employees and have it reviewed by Procurement before submitting the purchase requisition. The new form is more streamlined and flows concurrently with the updated Independent Contractor Classification Form.
- Requests for Personal or Professional Services must be submitted as a purchase requisition regardless of the dollar amount. DAPO’s are not allowed (as per Policy 750-39)
Independent Contractor Forms (Con’t.)

STEPS FOR PROCESSING:

• Complete Independent Contractor Classification form

• Submit form to Central Human Resources (hrpolicy@ucr.edu) to confirm if individual should be an independent contractor or employee

• If confirmed as an independent contractor, obtain Certificate of Liability Insurance. (For questions regarding insurance, contact Risk Management)

• If necessary, complete the Conflict of Interest form

• Attach all completed documents to the purchase requisition and submit to Procurement.
Independent Contractor Forms (Con’t.)

The Procurement webpage (procurement.ucr.edu) has all the necessary forms and additional information under the Forms tab:

https://procurement.ucr.edu/procurement/forms.html

Forms

Unauthorized Purchase
Unauthorized Purchase Declaration Form
Unauthorized Purchase ePay Request Form

Independent Contractor
Independent Contractor Classification Form
Independent Contractor Workflow
Insurance Requirements for Independent Contractors

Conflicts of Interest
Conflict of Interest Form

Source Selection & Price Reasonableness
Source Selection & Price Reasonableness form (SSPR)
Instructions to Complete SSPR Form
FAQ for SSPR Form
Certified Cost Pricing Data Form
Supplier Profit Form

Equipment Loan
Equipment Loan Agreement

Vendor Forms
W-9
UCR Business Information Form
Independent Contractor Forms (cont.)

https://procurement.ucr.edu/procurement/forms.html
Questions
Furniture Purchasing

Kathy Ensign
Procurement Analyst
Furniture Purchases

Overview:

- eBuy Ordering
- Permit Approval Requirements
- Furniture & Fire Safety Requirements
- Purchase of Used Furniture
- UC Sustainability Policy
Furniture Purchases

eBuy Ordering

• Steelcase is UC’s Preferred Furniture Manufacturer (UC Agreement #2184)
  o BKM is the local distributor for Steelcase furniture and installation. They are not the preferred supplier for A/V products/services. (UC RFP in process for A/V)
  o Prevailing wage requirement
  o The agreement # must be referenced on all DAPO’s for BKM orders
  o The P-Card is not used for furniture orders at this time

• All purchases should follow the applicable UC /UCR policies and procedures

• Current UC-Approved manufacturers for Ergonomic height adjustable desks & seating include:
  o Grandstands
  o Workrite
  o Steelcase
  o Herman Miller
  o Sitmatic chairs
  o Office Master chairs
  
  Local Distributors
  Bluespace, Source One
  Bluespace, Source One, BKM
  BKM
  G/M
  Bluespace, Source One
Furniture Purchases

**Permit Approval Requirements**

- UCR established and posted a mandated furniture approval process online since 2018. The process requires:

  Submit scaled floor plans including a diagram of electrical outlets for office spaces and furniture placement to ensure there are no obstructions to walkways or exits.

  A floor plan is required for modular furniture systems with privacy walls (p-wall), electrical, or bolted to walls or floors.

- Complete a building permit application through the link on the A&E site: [https://ae.ucr.edu/quality/qa.html](https://ae.ucr.edu/quality/qa.html)
  
  *Turnaround time is approximately 14 calendar days.*

- Contact for Information and Requests for building permits:
  
  Lezlie Howard Project manager [Lezlie.Howard@ucr.edu](mailto:Lezlie.Howard@ucr.edu)

- Freestanding furniture (e.g., height-adjustable desks, conference tables, and chairs) do not usually require a permit.
Furniture Purchases

Furniture & Fire Safety Compliance

All office and campus residential furniture containing metals, foam, and fabrics must be rated to CA Fire Safety Standards (CA Standard TB-117)

Purchase documentation must include safety rating details.

- Obtain a cut sheet from the furniture dealer or manufacturer, which lists whether the fabric is fire-rated to TB-117.
- Obtain scaled drawing to show walkway distance for ADA requirements
- Submit the cut sheet and drawing to: UCR Fire Marshall, contact Michelle Griffen  michelle.griffen@ucr.edu

Note: Most commercial distributors (e.g., BKM, Bluespace Interiors, G/M Business Interiors, and Krueger) meet the TB-117 requirements
PLAN REVIEW & PERMIT PROGRAM IS REQUIRED

Permit Required - System Furniture Installation:  (Modular workstations include P-Walls, doors, overhead bookshelves attached to the wall, or any furniture requiring construction, or attachments to floors and/or walls.)

☐ Allow time for the Plan Review approval process
☐ Apply for Campus Building Permit Application  https://ae.ucr.edu/quality/qa.html
Submit electronic documents with Application To:  Lezlie.howard@ucr.edu
☐ Plan of overall Building and floor locations of installation (Contact your Dept. Space Planner)
☐ Floor plans with room dimensions, proposed furniture arrangement and/or equipment (Vendor to provide)
☐ Specify if new electrical & data are required
☐ Room elevation plans including ceiling height dimensions and sprinkler head, Smoke Detector, HVAC and other locations  (Request from Nelly Zaki @ nelly.zaki@ucr.edu)
☐ Manufacturer furniture cuts sheets, desk widths, and partition wall height dimensions (Vendor to provide)
☐ Installation/connection details for the walls to the existing walls, floors and deck above. This is required for each installation. (Vendor to provide)
☐ Once the work is completed, request a final inspection and a final inspection will be conducted. If approved, the permit will be signed as approved and complete  http://ucr.cforms.net. Contact Lezlie.howard@ucr.edu for access

Furniture Exempt from Campus Building Permit
(Chairs, sofas, patio furniture, general classroom desks, interior finishes) plaster or wood, or applied materials such as wallpaper, paint, or trim.
☐ Submit dimensioned Floorplan with detailed location of proposed furniture
☐ Submit Cut Sheets or Specification on furniture flammability
☐ Upholstered Furniture Certification TB117
☐ Interior Finishes must reference CBC Chapter 8- (plaster or wood, or applied materials such as wallpaper, paint, or trim.

Submit Plans To:  Michelle Griffen @ michelle.griffen@ucr.edu – Assistant to Fire Marshal
(The Campus Fire Inspectors, Cesar Pla & Xavier Martinez, will review and approve)

Facilities Services Dept:  Identifies electrical & power connections on plans  Schedules with Department
ITS:  Identifies data requirements  Schedules with Department
Furniture Purchases

Used Furniture Purchases

We should not assume that used furniture is rated to CA Fire Standards. Department Transactors must contact the Campus Procurement Buyer prior to engaging with a used furniture dealer. Procurement will review the dealer’s: warranty, registration with DIR for cubicle installation, acceptance of UC payment terms, and seek to avoid furniture deposits.

Note:
1. For safety reasons, the Campus Fire Marshall discourages use of personal furniture on campus, unless it has been approved in writing
2. Staff and Faculty should not purchase and request reimbursement for furniture items
Furniture Purchases

Furniture must follow UC Sustainable Procurement Guidelines
https://www.ucop.edu/procurement-services/_files/sustainableprocurementguidelines.pdf

• Look for furniture with metals and fabrics that are free of the “6-classes” of hazardous additives including: Cadmium, Mercury, Polyvinyl Chloride (PVC), Toxic Chemicals, and anti-microbial agents.

• Ensure seat cushion foam, laminate desktops, chair fabrics, and privacy panels meet UC Sustainability Procurement Guidelines. (Reference p. 17 of Sustainable Procurement Guidelines.pdf)

• Indoor Furniture must meet:
  • GreenGuard Gold or Advantage Gold, or BIFMA Level requirements
Furniture Purchases

UC Sustainable Procurement (Cont’d)

Additional guidelines for sustainable furniture purchases:

• Should be free of flame retardant chemicals
• Shall comply with BIFMA e3-2014, sustainability Standard, which means containing none or reduced Formaldehyde and Volatile Organic Compounds. (VOC’s.)
• Should be free of added or built in Antimicrobials
• Should be free of polyvinylchloride (PVC) greater than 1% of product by weight
Hybrid Card FAQ’s

Dana Allen
Pro-Card Administrator
Hybrid P-Card FAQs

• Is ground transportation allowed on the P-card?
  No
  *Only airfare is an allowable option.* Reservations and payments for car rentals, shuttles, taxi’s, buses, etc. must be obtained and paid using a Corporate T&E card or personal credit card. Subject to travel policy and pre-approval requirements.

• Are incidental and add-on travel related expenses (e.g. meals not included in the conference registration fee, parking, internet, gas, or other vehicle services) allowed on the P-Card?
  No
  These expenses must be paid via the Corporate T&E card or personal credit card and submitted in iTravel for reimbursement. UC Travel Policy (G-28) and P-Card Policy #750 are applicable.
Hybrid P-Card FAQs

• Can the P-Card be used with third party suppliers (e.g., Travelocity, Priceline)?
  
  No
  Most often these transactions will decline on the P-Card since these entities do not fall under the Hybrid P-Card use.

• How do I identify on a receipt if a P-Card was used versus a Corporate T&E card or Personal credit card?
  
  The last 4-digits of the card used should appear on the suppliers receipt/invoice. The Department Card Assistant (DCA) will see P-Card transactions post on the P-Card Aging Report default FAU 780315 to reconcile. When moving the expense, the DCA should include the Trip ID# in the PCT entry, and the Travel Coordinator must list the expense on the travelers Trip ID in iTavel as Prepaid via P-Card. Corporate Card and personal credit card transactions do not post to the P-Card Aging Report.
Hybrid P-Card FAQ’s

• Can the P-Card be used when personal travel is involved?

No
This may be considered misuse of University funds. Personal expenses should never be charged to or temporarily funded by the University.

My traveler’s itinerary includes personal days/stops. We completed an airfare comparison showing the personal time does not increase the cost.

Can we book the airfare on the P-Card?

No, you cannot mix personal expenses/time using the card. You must use another method of payment for the intended travel and be reimbursed.
Hybrid P-Card Best Practices

• What should travel coordinators and P-Card cardholders take into consideration before using the P-Card for airfare and/or hotel reservations/payment?

Review approved travel information and determine the best available option to reserve/pay for hotel given the supplier’s information. As discussed use of the available options (P-Card, Corp Card, personal credit card or PO) should be determined on a case-by-case basis only:

1st: UC Travel Policy (G-28) and UCR P-Card Policy
2nd: Hotel: How does the process impact the travel and P-Card policies/guidelines?
3rd: PO might be an option in the event the hotel will accept it for non-group travel/rates
4th: If use of the P-Card doesn’t align with travel and P-Card policies, it’s no longer considered an option.
Hybrid P-Card FAQs

• Is it ok to add my P-Card to a traveler’s profile?

  **No**
  
  *It’s not recommended.* The P-Card should never be placed in a file or document that the traveler or others have access to view/use. This is referenced on the P-Card Agreement Form and signed by Cardholders.
  
  “Item #2: I agree that as a designated cardholder for my department I cannot transfer use, assign use, or give access to use my card to anyone.”

• Can a higher class airfare rate be purchased on the Pcard for travelers that have a documented medical accommodation requirement?

  **Yes**
  
  Provided the doctor’s note requiring this accommodation is in place prior to purchasing the airfare via P-Card. The original doctor’s note must be marked “Confidential” & sent via intercampus mail to the Travel Desk to keep on file. Notations must be added to all iTravel Trip ID’s via the comments section: Doctor’s note for accommodation on file with the Accounting Office.

  **Recommended:** Coordinate within the department’ Admin Unit: P-Card Cardholder, Travel Coordinator and internal HR point of contact.
Hybrid P-Card FAQs

• Can a conference registration fee be paid on the Pcard?

  Yes

  Implemented Aug-2018. Best practice is for the Cardholder and FO are aware of registration information: Agenda/itinerary, cancellation policies, meals and lodging (included or separate) prior to payment.

  Ensure all additional costs for expenses to include meals, extra tours, parking, internet, etc. not covered with the actual conference registration are paid on the Corporate T&E or personal credit card.

  • Agenda/Itinerary: Show what’s included with the conference registration.
  • Cancellation policies: Is an alternate allowed to attend in place of the person initially registered? Full, partial refund or credit only?
  • The registration fee must be recorded on iTravel as “prepaid” via P-card.
## Reminders: P-Card/T&E Do’s & Don’ts

### Do’s
- Airfare, lodging for business travel for others can be paid via the P-Card.
- Use Connexxus to book through UC’s Preferred Travel Agencies.
- Remember to manually register trips booked outside of Connexxus or via SWABIZ, on the Risk Services website and complete the Traveler Insurance form before an out-of-state trip occurs.
- Establish a “Trip” in iTavel before charging travel expenses on the P-Card.
- Reference the trip number on travel related payments paid via a P-Card and on the PCT.
- Process travel related payments paid via a P-Card as prepaid items on the travel expense claim, even if no reimbursement of expenses is due to the traveler.
- Conference registration can be paid via the P-Card.

### Don’ts
- Airfare that contain any personal legs of travel. (i.e. a destination other than the primary business destination) may not be purchased on a P-Card.
- The P-Card cannot be used for meals.
- The P-Card cannot be given to a traveler to take on a trip (unless he/she is the P-Card holder).
That's all Folks!
Questions??

Send Your Questions To:

Purchasing & eBuy:  ebuyhelp@ucr.edu
Procurement Card:  procard@ucr.edu
Travel:  travelfeedback@ucr.edu